

Tuesday November 19, 2019

**BOARD OF DIRECTORS  
AMADOR FIRE PROTECTION DISTRICT  
COUNTY ADMINISTRATION CENTER**

810 Court Street  
Board of Supervisors Chambers  
Jackson, California 95642

**AGENDA**

**-- 10:30a.m. --**

**Please Note: All Board of Directors meetings are recorded.**

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the Clerk of the Board staff, at (209) 223-6391 or (209) 223-6646(fax). Requests must be made as early as possible and at least one-full business day before the start of the meeting. Assisted hearing devices are available in the Board Chambers for public use during all public meetings.

Pursuant to Government Code 54957.5, all materials relating to an agenda item for an open session of a regular meeting of the Board of Directors which are provided to a majority or all of the members of the Board by Board members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, at and after the time of such distribution, in the office of the Clerk of the Board of Directors, 810 Court Street, Jackson, California 95642, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for County holidays. Materials distributed to a majority or all of the members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the Board or District staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials that are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.2.

**PLEDGE OF ALLEGIANCE**

**AGENDA:** Off-agenda items must be approved by the Board pursuant to Section 54954.2 of the Government Code.

**PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only; no action will be taken. Any person may address the Board at this time upon any subject within the jurisdiction of the AFPD Board of Directors; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. **Please note - there is a five (5) minute limit per topic.**

**ADMINISTRATIVE MATTERS**

- (1) OCTOBER 2019 CALLS REPORT:** Report only.
- (2) VEHICLE MAINTENANCE REPORT:** Report only.
- (3) REPORT ON ARSON CONVICTION:** Report only.
- (4) REQUEST TO INCREASE ADMINISTRATIVE ASSISTANT POSITION FROM 24HRS/WK TO 40HRS/WK:** Discussion and possible action relative to subject matter.
- (5) MINUTES:** Discussion and possible action. Review and approval of the minutes from 10/15/19 and 10/28/19.

**ADJOURNMENT:** Until December 10, 2019 at 10:30am

## AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 11/19/2019

From: Walter White  
(Department Head - please type)

Phone Ext. x391

- ☒ Regular Agenda  
☐ Consent Agenda  
☐ Blue Slip  
☐ Closed Session

Meeting Date Requested:

11/19/2019

Department Head Signature \_\_\_\_\_

Agenda Title:

Call Report for October 2019

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Report of District calls for the month of October 2019.

Recommendation/Requested Action:

Report only

Fiscal Impacts (attach budget transfer form if appropriate)

n/a

Staffing Impacts n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name \_\_\_\_\_

Committee Recommendation:

Request Reviewed by:

Chairman \_\_\_\_\_

Counsel \_\_\_\_\_

Auditor \_\_\_\_\_

GSA Director \_\_\_\_\_

CAO \_\_\_\_\_

Risk Management \_\_\_\_\_

Distribution Instructions:

n/a

### FOR CLERK USE ONLY

Meeting Date \_\_\_\_\_

Time \_\_\_\_\_

Item # \_\_\_\_\_

Board Action: Approved Yes\_\_\_\_ No\_\_\_\_

Unanimous Vote: Yes\_\_\_\_ No\_\_\_\_

Ayes: \_\_\_\_\_ Resolution \_\_\_\_\_ Ordinance \_\_\_\_\_ Other: \_\_\_\_\_

Noes \_\_\_\_\_ Resolution \_\_\_\_\_ Ordinance \_\_\_\_\_

Absent: \_\_\_\_\_ Comments: \_\_\_\_\_

Distributed on \_\_\_\_\_

A new ATF is required from \_\_\_\_\_

Department \_\_\_\_\_

Completed by \_\_\_\_\_

For meeting \_\_\_\_\_

of \_\_\_\_\_

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: \_\_\_\_\_

AFPD Board Clerk

# Amador Fire Protection District

Jackson, CA

This report was generated on 11/14/2019 12:26:18 PM

## Incident Type Count per Station for Date Range

Start Date: 10/01/2019 | End Date: 10/31/2019

INCIDENT TYPE	# INCIDENTS
<b>Station: 111 - STATION 111 Pioneer Meadow Drive</b>	
111 - Building fire	2
113 - Cooking fire, confined to container	1
151 - Outside rubbish, trash or waste fire	1
321 - EMS call, excluding vehicle accident with injury	31
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	4
400 - Hazardous condition, other	2
412 - Gas leak (natural gas or LPG)	1
444 - Power line down	1
511 - Lock-out	1
553 - Public service	1
554 - Assist invalid	7
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	6
651 - Smoke scare, odor of smoke	3
700 - False alarm or false call, other	3
736 - CO detector activation due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	1
<b># Incidents for 111 - Station 111:</b>	
<b>69</b>	
<b>Station: 112 - STATION 112 Pioneer Van De Hei Drive</b>	
321 - EMS call, excluding vehicle accident with injury	1
<b># Incidents for 112 - Station 112:</b>	
<b>1</b>	
<b>Station: 114 - STATION 114 Pine Grove</b>	
131 - Passenger vehicle fire	1
143 - Grass fire	1
321 - EMS call, excluding vehicle accident with injury	36
322 - Motor vehicle accident with injuries	3
324 - Motor vehicle accident with no injuries.	3
412 - Gas leak (natural gas or LPG)	1
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	1
511 - Lock-out	1
550 - Public service assistance, other	1
553 - Public service	1
554 - Assist invalid	13

Only REVIEWED incidents included.

611 - Dispatched & cancelled en route	13
651 - Smoke scare, odor of smoke	4
700 - False alarm or false call, other	3
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1

**# Incidents for 114 - Station 114: 85**

<b>Station: 116 - STATION 116 Jackson Rancheria</b>	
111 - Building fire	1
113 - Cooking fire, confined to container	1
142 - Brush or brush-and-grass mixture fire	2
321 - EMS call, excluding vehicle accident with injury	26
322 - Motor vehicle accident with injuries	3
324 - Motor vehicle accident with no injuries.	1
444 - Power line down	2
500 - Service Call, other	1
550 - Public service assistance, other	1
553 - Public service	4
554 - Assist invalid	6
611 - Dispatched & cancelled en route	27
622 - No incident found on arrival at dispatch address	1
631 - Authorized controlled burning	1
730 - System malfunction, other	1
745 - Alarm system activation, no fire - unintentional	1

**# Incidents for 116 - Station 116: 79**

<b>Station: 122 - STATION 122 Plymouth</b>	
111 - Building fire	1
114 - Chimney or flue fire, confined to chimney or flue	1
140 - Natural vegetation fire, other	1
141 - Forest, woods or wildland fire	1
143 - Grass fire	2
162 - Outside equipment fire	1
320 - Emergency medical service, other	1
321 - EMS call, excluding vehicle accident with injury	20
322 - Motor vehicle accident with injuries	4
324 - Motor vehicle accident with no injuries.	6
463 - Vehicle accident, general cleanup	1
554 - Assist invalid	3
611 - Dispatched & cancelled en route	7
651 - Smoke scare, odor of smoke	1
700 - False alarm or false call, other	1
713 - Telephone, malicious false alarm	1
741 - Sprinkler activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1

**# Incidents for 122 - Station 122: 54**

## **AGENDA TRANSMITTAL FORM**

To: **Amador Fire Protection Board of Directors**

Date: 11/19/2019

From: Walter White  
(Department Head - please type)

Phone Ext. 391

☒ Regular Agenda  
☐ Consent Agenda  
☐ Blue Slip  
☐ Closed Session  
Meeting Date Requested:

11/19/2019

Department Head Signature \_\_\_\_\_

Agenda Title: **VEHICLE MAINTENANCE REPORT**

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Report of expenses for maintenance and repair of District vehicle fleet.

Recommendation/Requested Action:

Review attached report

Fiscal Impacts (attach budget transfer form if appropriate)

None

Staffing Impacts None

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name \_\_\_\_\_

Committee Recommendation:

Request Reviewed by:

Chairman \_\_\_\_\_

Counsel \_\_\_\_\_

Auditor \_\_\_\_\_

GSA Director \_\_\_\_\_

CAO \_\_\_\_\_

Risk Management \_\_\_\_\_

Distribution Instructions:

### **FOR CLERK USE ONLY**

Meeting Date \_\_\_\_\_

Time \_\_\_\_\_

Item # \_\_\_\_\_

Board Action: Approved Yes \_\_\_ No \_\_\_

Unanimous Vote: Yes \_\_\_ No \_\_\_

Ayes: \_\_\_\_\_

Resolution \_\_\_\_\_

Ordinance \_\_\_\_\_

Other: \_\_\_\_\_

Noes \_\_\_\_\_

Resolution \_\_\_\_\_

Ordinance \_\_\_\_\_

Absent: \_\_\_\_\_

Comments: \_\_\_\_\_

Distributed on \_\_\_\_\_

A new ATF is required from \_\_\_\_\_

Department \_\_\_\_\_

Completed by \_\_\_\_\_

For meeting \_\_\_\_\_

of \_\_\_\_\_

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: \_\_\_\_\_

AFPD Board Clerk

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	19/20 FY Odometer Reading	Repair Hours / Comments (unit of service, misc, etc. if applicable)	Dates	Maintenance Performed (description)	October Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
C-5100 - 2015 Ford Explorer AWD (Fire Chief)	1FM5K8A87FCR25939 (E) 1460509	19,530	46,257		08/23/2019	Folsom Lake Ford - recalls (0.00)	\$0.00	\$2,191.18
C-5108/09 - 2010 Ford Expedition XLT 4x4 (Prevention-08/09)	1FMJUG59AEA43199 (E) 1305976	162,270	180,369		9/10/19	Sterling Auto - A svc., brake pads, caliper, brake system flush, high mount stop light assembly, rear tail light assembly, stabilizer bar bolts (\$2,565.89)	\$0.00	\$18,081.89
C-5103 (02) - 2016 Ford F250 4x4 (Battalion Chief)	1FT7X2B6MCEA66410 (E) 1485648	19,611	72,532		9/30/19	Sterling Auto - A svc., caliper, brake system flush (\$1,516.70)	\$0.00	\$7,377.48
C-5104 - Chief 2011 Ford F250 4x4 (Battalion Chief)	1FT7X2B6ZBEA30761 (E) 1306800	92,337	120,174		7/16/19	Sterlings Auto - replace starter (\$363.48)	\$0.00	\$8,185.76
C-5105 - Chief 2012 Ford Expedition 4x4 (Battalion Chief)	1FMJUG5XCCE67187 (E) 1401123	67,531	80,190		8/20/19	Folsom Lake Ford - recalls (0.00)	\$0.00	\$5,190.69
C-5106 - 2009 Ford F250 4x4 (Battalion Chief)	1FTSX21569EA15399 (E) 1294991	65,530	78,619		9/30/19	Los Schwab Tires - alignment (\$89.99)	\$0.00	\$5,098.66
E-5111 2015 Rosenbauer 4x4 (111 First Out)	54F2CB417EWM11449 (E) 1488122	19,474	42,219		7/17/19 8/6/19 8/12/19 10/08/19	Cummins - OEM charge air hose failure, exhaust manifold leaks (no turbo) and other various leaks / portion covered under warranty (\$1,080.72) Burtons - surge tank sight glass (\$54.41) Riebes - hose clamps, misc. (\$4.82) Cummins West - Parts Only (\$56.03)	\$56.03	\$25,690.08
E-5113 1991 KME 4x4	1HTSEPCR4NH415881 (E) 349699	80,306	86,242				\$0.00	\$17,230.98
SQ-5115 2003 Ford F350 4X4 (previously SQ-145)	1FDWE37P23ED60337 (E)1159107	42,236	43,401				\$0.00	\$12,527.86

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	19/20 FY Odometer Reading	Repair Hours / Comments (out of service, MISC, etc. if applicable)	Dates	Maintenance Performed (description)	October Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
WT-5116 2015 Kenworth	2NKHJH8X9FM437394 (E)1410351	2,230	3,241				\$0.00	\$2,680.22
SQ-5125 2008 Ford F350 (Previously SQ-115)	1FDWX37RX8EC15409 (E)1281212	99,175	104,977				\$0.00	\$7,331.85
WT-5126 2007 Kenworth	2NKHJH8X67M199258 (E)1212617	16,891	18,818				\$0.00	\$8,600.44
E-5141 2018 Rosenbauer (114 First Out)	54F2CA414JWM12044 (E)1369499	0	13,953		7/23/19 7/31/19 10/21/19 10/28/19 10/31/19	Les Schwab Tires - wheel spin balance w/ wheel weights (\$64) US Bank - Amazon - ram mount (\$7.49) Burns Truck & Trailer Svc - Front Axle, Realignment, Suspension Check, Adjust Rear Axle (\$766.68) Burton's Fire - Rerout PRV return line, Air Gauges, Replace Step Light, Hose Bed Covers Aligned (\$1,931.15) US Bank - McCoy Truck Tire Svc - 2 New Front Tires (\$1,404)	\$4,101.83	\$4,621.43
WT-5146 1996 International	1HTSDADR7TH397632 (E)035872	38,174	-	OOS (Burtons) Repair Pump (Won't build up pressure due to leak and CAFS (foam) system is non op)			\$0.00	\$13,223.25
E-5148 2003 HME (reserve) (Previously E-5141)	44KFT4282WZ20024 (E)1159077	82,595	105,259		10/31/19	US Bank - Witmer - Screen Insert (\$21.98)	\$21.98	\$48,134.95
U-5210 2000 Ford Explorer 4x4	1FMXPJ6LXYL847751 (E)1022891	107,494	110,491				\$0.00	\$830.48
E-5211 1991 KME	1HTSDPCRNH16110 (E)366231	33,432	37,422		10/8/19	Plymouth Ace Hardware - Misc. Parts (\$16.75)	\$16.75	\$5,395.80
E-5214 2008 Ford F550	1FDAX57K58EB35812 (E)1281210	28,278	31,327				\$0.00	\$7,981.71
WT-5216 2015 Kenworth	2NKHJH8X7FM437393 (E)1410352	3,030	4,926				\$0.00	\$3,376.08

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	19/20 FY Odometer Reading	Repair Hours / Comments (out of service, etc. if applicable)	Dates	Maintenance Performed (description)	October Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5221 2003 HME (122 First Out)	44KFT42M42WZ0025 (E) 1159078	97,576	123,131		7/9/19 8/14/19 8/14/19 8/14/2019 9/9/19 9/17/19 10/15/19 10/29/19 10/31/19	Riebes - misc. parts (\$35.20) US Bank / Rock Auto - Lights (\$71.73) Sterlings - water in fuel light was on, rplcd fuel water filter (\$167.02) Riebes - Oil (\$75.38) Riebes - Air filter (\$40.93) Any & All - Welding of cracked frame (\$104.20) Doug Veerkamp - A&B Service, Grid Preheater System, Replace Power Steering Hose, Maintain ABS System (\$2,286.71) Doug Veerkamp - Repair Exhaust Manifold (\$1865.20) US Bank - Witmer - Screen Insert (\$21.98)	\$4,173.89	\$34,006.01
E-5222 1991 KME	1HTSDPCRONH416111 (E) 349698	54,320	57,966				\$0.00	\$5,595.31
E-5223 1998 International	1HTSDAD6RWHS51543 (E) 993299	38,623	45,798				\$0.00	\$12,373.08
E-5228 2000 HME	44KFT4287VWZ19055 (E) 989496		37,277	In Service Tentatively End of November.				
E-5231 1992 Freightliner	1FY6HLBB8N1481046 (E) 352799	63,292	66,591		7/9/19	Riebes - fuses and misc. parts (\$22.05)	\$0.00	\$10,242.46
E-5234 1992 Ford F350 4x4	2FDKF38G7NCA42025 (E) 292907	33,123	34,335		7/9/19	Riebes - extension and other misc. parts (\$17.77)	\$0.00	\$3,352.57
WT-5236 2007 Kenworth	2NKMHZ8X87M199259 (E) 1212616	9,833	11,256				\$0.00	\$1,483.28
E-5361 2016 Rosenbauer (116 First Out)	54F2CA512GWM11580 (E) 1425867	8,502	25,142		7/31/19 8/20/19 8/31/19 9/9/19 9/30/19 10/21/19 10/31/19	JRCH Reimbursement - June (\$-75.69) Rosenbauer - misc. parts / warranty (0.00) JRCH Reimbursement - July (0.00) Riebes - Misc. parts (\$38.77) JRCH Reimbursement - Aug (0.00) Les Schwab Tires - Wheel Spin Balance / Switch (\$94) JRCH Reimbursement - Sep (\$-38.77)	\$59.23	\$4,627.31
E-5364 2008 Ford F550 4x4	HPDAW57R38EC35893 (E) 1356272	32,581	37,880		7/9/19 7/10/19 7/31/19 8/31/19 9/30/19 10/31/19	Riebes - adapter and coupler (\$8.34) Burton's Fire - gauge 30-600 2.5 box (\$70.26) JRCH Reimbursement - June (\$-75.69) JRCH Reimbursement - July (\$-78.60) JRCH Reimbursement - Aug (0.00) JRCH Reimbursement - Sep (0.00)	\$0.00	\$16,038.55

Vehicle Description	VIN License Number	July 1, 2017/18 Beginning of Fiscal Year Mileage	19/20 FY Odometer Reading	Repair Hours / Comments (out of service, MISC, etc. if applicable)	Dates	Maintenance Performed (description)	October Total Cost this Month	Total Cost of Vehicle starting July 2016 (Implementation of report)
E-5368 2007 E-ONE	4ENGAA8371002458 (E) 1356273	62,266	-	OOS (Veerkamp's) New Oil Pan Gasket set, Head Gasket, Front Cover Set	7/3/19 7/31/19 7/31/19 8/13/19 8/31/19 9/9/19 9/30/19 10/8/19 10/31/19	Fire Line Equipment - truck lite amber clearance (\$26.48) US Bank - Fire Program Store - pump panel gauge display (\$615.67) JRCH Reimbursement - June (\$-265.69) Sterling Auto Repair - remove fuel tank and replace fuel sending unit (\$1643.83) JRCH Reimbursement - July (\$-642.15) Riebes - Misc. parts (\$24.80) JRCH Reimbursement - Aug (\$1,643.83) Riebes - Misc. Parts (\$4.30) US Bank - Witmer - Screen Insert (\$21.98) JRCH Reimbursement - Sep (\$-24.80)	\$1.48	\$30,648.97
							\$8,431.19	\$322,118.33

## AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 11/19/2019

From: Walter White  
(Department Head - please type)

Phone Ext. 391

☒ Regular Agenda  
☐ Consent Agenda  
☐ Blue Slip  
☐ Closed Session  
Meeting Date Requested:  
11/19/2019

Department Head Signature \_\_\_\_\_

Agenda Title:

Report on Arson Conviction

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

On 11/07/2019 Amador Fire was informed by the Amador County District Attorneys Office that Andrew McLane plead guilty to PC451 and was subsequently sentenced to 8 years in state prison with a lifetime arson registration. This is the closure of an investigation that stemmed from an incident on 12/23/2018 on Pioneer Creek Road in Pioneer. We would like to acknowledge and congratulate our crews and Deputy Fire Marshal involved in this case.

Recommendation/Requested Action:

Review attached report

Fiscal Impacts (attach budget transfer form if appropriate)

None

Staffing Impacts

None

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name \_\_\_\_\_

Committee Recommendation:

Request Reviewed by:

Chairman \_\_\_\_\_

Counsel \_\_\_\_\_

Auditor \_\_\_\_\_

GSA Director \_\_\_\_\_

CAO \_\_\_\_\_

Risk Management \_\_\_\_\_

Distribution Instructions:

### FOR CLERK USE ONLY

Meeting Date \_\_\_\_\_

Time \_\_\_\_\_

Item # \_\_\_\_\_

Board Action: Approved Yes\_\_\_\_ No\_\_\_\_

Unanimous Vote: Yes\_\_\_\_ No\_\_\_\_

Ayes: \_\_\_\_\_

Resolution \_\_\_\_\_

Ordinance \_\_\_\_\_

Other: \_\_\_\_\_

Noes \_\_\_\_\_

Resolution \_\_\_\_\_

Ordinance \_\_\_\_\_

Absent: \_\_\_\_\_

Comments: \_\_\_\_\_

Distributed on \_\_\_\_\_

Completed by \_\_\_\_\_

A new ATF is required from \_\_\_\_\_

Department  
For meeting

of \_\_\_\_\_

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: \_\_\_\_\_

AFPD Board Clerk

# **AMADOR FIRE PROTECTION DISTRICT**

810 Court Street, Jackson California 95642-2132 (209) 223-6391



11-8-19

Incident 18-38012

Location: 16211 Pioneer Creek Road Pioneer Creek Road

Date: 12-23-18

Time: 23:36

Suspect: Andrew MCLANE

Charged with PC 451 © arson to a structure

Trial set for 11-12 through 11-4.

On November 7, McLANE pled guilty prior to trial to PC 451 ©, sentenced to 8 years state prison time with lifetime arson registration.

Congratulations to the crews involved with this incident for their excellent report documentation.

Sincerely,

Larry Stanton  
DFM AFPD

## AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 11/19/2019

From: Walter White  
(Department Head - please type)

Phone Ext. 391

- ☒ Regular Agenda  
☐ Consent Agenda  
☐ Blue Slip  
☐ Closed Session

Meeting Date Requested:

11/19/2019

Department Head Signature \_\_\_\_\_

Agenda Title:

Request to increase Administrative Assistant Position from 24 hours/week to full time 40 hours/week

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

We are requesting to increase our Administrative Assistant position from 24 hours a week to a full time position of 40 hours a week. Please refer to the attached memo for full justification.

### Current Budget Status

Our current budget estimates show that we anticipate a remainder of \$14,223.00 at the end of the fiscal year. The impact to the budget if approved for the remainder of this fiscal year would be \$13,851.00. The current approved budget can accommodate these changes with no budget adjustments needed. These figures take into consideration; overtime, proposed raises, step increases, and the potential for a full time Deputy Fire Marshal replacing our current part time Deputy Fire Marshals with a three-month training overlap.

Recommendation/Requested Action:

Approve as presented

Fiscal Impacts (attach budget transfer form if appropriate)

\$13,851.00

Staffing Impacts Will provide relief to current staff workloads

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name \_\_\_\_\_

Committee Recommendation:

Request Reviewed by:

Chairman \_\_\_\_\_ Counsel \_\_\_\_\_

Auditor \_\_\_\_\_ GSA Director \_\_\_\_\_

CAO \_\_\_\_\_ Risk Management \_\_\_\_\_

Distribution Instructions:

### FOR CLERK USE ONLY

Meeting Date \_\_\_\_\_

Time \_\_\_\_\_

Item # \_\_\_\_\_

Board Action: Approved Yes \_\_\_ No \_\_\_ Unanimous Vote: Yes \_\_\_ No \_\_\_

Ayes: \_\_\_\_\_ Resolution \_\_\_\_\_ Ordinance \_\_\_\_\_ Other: \_\_\_\_\_

Noes \_\_\_\_\_ Resolution \_\_\_\_\_ Ordinance \_\_\_\_\_

Absent: \_\_\_\_\_ Comments: \_\_\_\_\_

Distributed on \_\_\_\_\_

A new ATF is required from \_\_\_\_\_

Department \_\_\_\_\_

For meeting \_\_\_\_\_

of \_\_\_\_\_

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: \_\_\_\_\_

AFPD Board Clerk

Completed by \_\_\_\_\_

# AMADOR FIRE PROTECTION DISTRICT

810 Court Street, Jackson California 95642-2132 (209) 223-6391



Date : November 15, 2019  
To : Amador Fire Board of Directors  
From : Walter White, Fire Chief  
Re : **Organization of District Office Administrative Staff**

Below is an explanation as to why we are requesting to increase our Administrative Assistant position from 24 hours a week to a full time position of 40 hours a week.

A continuing trend over the last year is that the District is experiencing growth and an increased administrative workload. This last year has shown the pains of this growth and the need for increased administrative services including:

- Better engagement with the volunteer program
- Better communication throughout the District
- The ability to have the office open 5 days a week
- Greater community outreach and public education
- Updated legally compliant policies, greater transparency
- More detailed budget oversight
- Additional administrative assistance for Prevention and Inspections.

Areas of improvement with time currently allowed:

- Creation of a District Wide email group to ensure all inclusive communications.
- Creation of a tracking system for annual business inspections.
- Changing the pay schedule for volunteer staff in regards to strike teams.
- Utilizing Lexipol for policy update and management.
- Creating a District Events calendar visible to all staff.
- Creating a protocol for attending public events for organization, and continuity in coverage.

Areas of improvement with proposed additional hours:

- Having the District Office open Monday through Friday.
- Improved community outreach and public education.
- Improved transparency on our website and social media.
- The ability to provide administrative support to AFPA if needed.
- Reorganization of duties allowing Fiscal Officer to improve budget oversight and grant administration.

The District anticipates more growth and we want to be proactive. To have the administrative infrastructure in place will aide our personnel to fulfill their duty to public safety and fire prevention awareness.

With the additional hours of the administrative staff we plan to have the following distribution of duties:

**Fiscal Officer (40hrs/wk/: Tuesday – Friday 6:30am to 5:00pm)**

- Human Resources
  - Create and post job announcements
  - Schedule interviews and orientations
  - Process in new hires
    - Work with background investigators
    - Correspond with Occu-Med for physicals
    - Complete 33 item new hire checklist (set up email, create software accounts)
    - Correspond with uniform and boot vendors
  - Process out resigning employees
  - Involvement with personnel issues and investigations
  - Manage employee benefits (health, dental, vision, life, 125 plan, 401k/457)
  - FMLA/Disability
- Meetings (attends most meetings with Fire Chief)
- Workers Compensation
- Risk Management
  - Management of District insurance policy
  - Policy and Procedures Manager Liaison with Lexipol
- Budget Analyst
  - Prepare annual budget for adoption
  - Track budget and provide quarterly reports to Board
  - Mid year budget review
  - Assist in providing data for projects
  - Assist as the financial expert for labor negotiations
  - Assist as the financial expert and provide data for audits
- Payroll
  - Time Sheets
  - Processing payroll
  - Completing required payroll reports for Auditor
  - Processing payroll claims for benefits and deductions
  - Filing payroll taxes and making tax payments
- Grants
  - Seek grant opportunities
  - Work with staff to write and submit grants
  - Administer awarded grants
- Clerk of the Board
- Oversight of administrative office
- Special Projects

**Executive Secretary (24 hrs/wk: Monday 8-1:30, Tuesday 8-4:30, Wednesday 8-4:30, Thursday 8-11:30)**

- Bookkeeping (Pentamation)
- Assist Fire Chief with scheduling appointments and events, letters, memo's, etc.
- Scheduling Apparatus Maintenance and record keeping
- Deputy Clerk of Board
- Back-up to Human Resource (includes payroll)
- Bookkeeping, which includes a vendor base of 250; and monthly reconciling
- Scheduling Station Equipment Maintenance
- Repairs; radios, etc.
- Quarterly Incident reporting to State
- Special Projects
- Front counter and phone customer service

**Administrative Assistant (Proposed 40hrs/wk: Monday – Friday 8:00am – 5:00pm)**

- Accounts Payable – process claims and log
- Accounts Receivable – process deposits and log
- Petty Cash Monthly Statement
- Purchasing and Receiving – allocating
- Collect and Distribute Mail
- Process Prevention Invoices (Day Care Centers, Zinfandel Ridge and Jackson Rancheria)
- Misc. Filing
- Special Projects
- Front counter and phone customer service
- Scheduling for Prevention Inspections
- Checking in plans for prevention and setting up project files
- Collecting prevention and impact fees
- Social Media (website)
- Inventory
- Annual Benefit Assessments
- Possible Board Clerk for AFPA
- Community Risk Reduction (will help to improve ISO Rating)
  - Facilitate and attend community meetings (Evacuation preparedness, Fire extinguisher training, defensible space, etc.)
  - Coordinate and assist in pub ed events at schools and daycares
  - Social Media campaigns for Facebook, Twitter, Instagram, and Website
  - Car Seat Certification and training classes (possibly the only one in the County)
  - CPR and First Aid classes for the public
  - Coordinate public demonstrations and fire station events

**Fiscal Impact:**

**Current part time Administrative Assistant at 24hours/week**

Step A \$16.50/hr. Annual Cost of \$20,592.00

**Proposed full time Administrative Assistant/Community Risk Reduction**

Step A \$16.50/hr Annual salary of \$34,452.00 Benefit cost of \$8,874.72

**Total Annual Increase: \$22,734.72**

**Current Budget Status**

Our current budget estimates show that we anticipate a remainder of \$14,223.00 at the end of the fiscal year. The impact to the budget if approved for the remainder of this fiscal year would be \$13,851.00. The current approved budget can accommodate these changes with no budget adjustments needed. These figures take into consideration; overtime, proposed raises, step increases, and the potential for a full time Deputy Fire Marshal replacing our current part time Deputy Fire Marshals with a three-month training overlap.

**REQUESTED ACTION**

Approve as Presented.

## AGENDA TRANSMITTAL FORM

To: Amador Fire Protection Board of Directors

Date: 11/19/2019

From: Walter White  
(Department Head - please type)

Phone Ext. x391

☒ Regular Agenda  
☐ Consent Agenda  
☐ Blue Slip  
☐ Closed Session  
Meeting Date Requested:

11/19/2019

Department Head Signature \_\_\_\_\_

Agenda Title: MINUTES

Summary: (Provide detailed summary of the purpose of this item; attach additional page if necessary)

Review and approval of the Board of Directors regular minutes of October 15, 2019, and special minutes of October 28, 2019 as presented or revised.

Recommendation/Requested Action:

Approve minutes as presented or revised

Fiscal Impacts (attach budget transfer form if appropriate)

n/a

Staffing Impacts n/a

Is a 4/5ths vote required?

Yes ☐

No ☒

Contract Attached:

Yes ☐

No ☐

N/A ☒

Resolution Attached:

Yes ☐

No ☐

N/A ☒

Ordinance Attached

Yes ☐

No ☐

N/A ☒

Comments:

Committee Review?

N/A ☒

Name \_\_\_\_\_

Committee Recommendation:

Request Reviewed by:

Chairman \_\_\_\_\_

Counsel \_\_\_\_\_

Auditor \_\_\_\_\_

GSA Director \_\_\_\_\_

CAO \_\_\_\_\_

Risk Management \_\_\_\_\_

Distribution Instructions:

n/a

### FOR CLERK USE ONLY

Meeting Date \_\_\_\_\_

Time \_\_\_\_\_

Item # \_\_\_\_\_

Board Action: Approved Yes\_\_\_\_ No\_\_\_\_

Unanimous Vote: Yes\_\_\_\_ No\_\_\_\_

Ayes: \_\_\_\_\_

Resolution \_\_\_\_\_

Ordinance \_\_\_\_\_

Other: \_\_\_\_\_

Noes \_\_\_\_\_

Resolution \_\_\_\_\_

Ordinance \_\_\_\_\_

Absent: \_\_\_\_\_

Comments: \_\_\_\_\_

Distributed on \_\_\_\_\_

A new ATF is required from \_\_\_\_\_

Department \_\_\_\_\_

For meeting \_\_\_\_\_

of \_\_\_\_\_

I hereby certify this is a true and correct copy of action(s) taken and entered into the official records of the Amador Fire Protection District.

ATTEST: \_\_\_\_\_

AFPD Board Clerk

Completed by \_\_\_\_\_

**AMADOR FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS**

Meeting Was Recorded  
On MP3

Jackson, California  
Tuesday, October 15, 2019  
10:30a.m.

The Board of Directors of the Amador Fire Protection District met in the County Administration Center, 810 Court Street, Jackson, California, on the above date pursuant to adjournment, and the following proceedings were had, to wit:

**Present:**

Brian Oneto, Chair  
Pat Crew, Vice Chair  
Richard Forster, Director  
Jeff Brown, Director  
Frank Axe, Director

**Absent:** None

**Staff:**

Walt White, Fire Chief  
Lindsey Clark, Clerk of the Board

**AGENDA**

**MOTION:** It was moved by Director Forster, seconded by Director Crew, and unanimously carried to approve the agenda as presented.

**PUBLIC MATTERS NOT ON THE AGENDA:** None

**ADMINISTRATIVE MATTERS**

**September 2019 Calls Report:** Chief White reviewed subject report with the Board.

**Vehicle Maintenance Report:** Chief White reviewed subject report with the Board.

**Automatic Aid Agreement with Pioneer Fire Protection District:** Chief White reviewed subject agreement with the Board. Chief Matthews of Pioneer Fire Protection District introduced himself to the Board. Discussion ensued relative to subject matter.

**MOTION:** It was moved by Director Axe, seconded by Director Crew and unanimously carried to approve resolution 19-09, approving agreement for automatic fire service aid with the Pioneer Fire Protection District.

**RESOLUTION 19-09**

Resolution approving agreement for automatic fire service aid with the Pioneer Fire Protection District.

**Results of ISO Review:** Chief White reviewed report with Board. Discussion ensued relative to subject matter. Battalion Chief Watkins reviewed some upcoming training items with the Board.

**Minutes for Regular Meeting of August 20, 2019:**

**MOTION:** It was moved by Director Forster, seconded by Director Axe and unanimously carried to approve the minutes of September 17, 2019 as presented.

**ADJOURNMENT:** At 11:08a.m., Chair Oneto adjourned the meeting until November 19, 2019 at 10:30a.m.

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President, Amador Fire Protection District

**AMADOR FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS**

Meeting Was Recorded  
On MP3

Jackson, California  
Monday, October 28, 2019  
9:33a.m.

The Board of Directors of the Amador Fire Protection District met in the County Administration Center, 810 Court Street, Jackson, California, on the above date pursuant to adjournment, and the following proceedings were had, to wit:

**Present:**

Brian Oneto, Chair  
Pat Crew, Vice Chair  
Richard Forster, Director  
Jeff Brown, Director  
Frank Axe, Director

**Absent:** None

**Staff:**

Walt White, Fire Chief  
Lindsey Clark, Fiscal Officer  
Nicole Cook, Deputy Board Clerk

**AGENDA**

**MOTION:** It was moved by Director Crew, seconded by Director Forster, and unanimously carried to approve the agenda as presented.

**PUBLIC MATTERS NOT ON THE AGENDA:** Dana Calhoun presented questions pertaining to missing attachments on the packet for Item number two.

**ADMINISTRATIVE MATTERS**

**Request to Change Insurance Carrier:** Chief White and Lindsey Clark presented matter to the Board. Discussion ensued relative to subject matter. Scott with Provident answered questions for the Board regarding their proposal for insurance coverage.

**MOTION:** It was moved by Director Forster, seconded by Director Brown and unanimously carried to approve resolution 19-10 approving insurance proposal by Provident/FirePlus effective 11/01/2019.

**Resolution 19-10**

Resolution approving insurance proposal by Provident/FirePlus effective 11/01/2019.

**Base Map and Response Area Changes to Proposed Map by Cal Fire and the Side Letter for Calls into 118:** Discussion ensued relative to subject matter. The following people spoke regarding this item;

Dominic Moreno

Matthew Dolezal

Cindy Grandbois

Debby Mackey

Cherie Flores

Ken Mackey

**MOTION:** It was moved by Director Crew, seconded by Director Forster and unanimously carried that the Amador Fire Protection District Board of Directors agrees to move forward with the new base map presented by CalFire with the response area and response plan layers from prior to 06/01/2019 placed over the new base map for dispatching purposes. The Board also approves the writing side letter between the County and the jurisdictions involved into the deactivated 118 area with a formal three month review, which will be brought back for approval at the next regular Board Meeting. The Board also request a timeline from CalFire of when this can be completed.

**ADJOURNMENT:** At 11:29a.m., Chair Oneto adjourned the meeting until November 19, 2019 at 10:30a.m.

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President, Amador Fire Protection District